

Voicemail Menu

Setting up Menu

1. **Dial *98** from any extension in the office followed by your extension number when prompted or just enter your extension number from your phone
2. Enter the extension number and voicemail password
3. **Press 5** to access advanced options
 - **Press 1** to Record Greeting (Option to record and save 9 different greetings)
 - **Press 2** Choose Greeting to be Played (1-9)
 - **Press 3** Record First and Last name
 - **Press 6** Change Password
 - **Press 0** Main Menu

Accessing Voicemail

There are 3 ways in which you can access your voicemail.

- **Method 1: Dial *98** from any extension in your office and enter your mailbox number and voicemail password.
- **Method 2:** Press the voicemail button on your telephone or dial your extension and enter your voicemail password.
- **Method 3:** Call your extension from any phone. When your voicemail picks up, Press “*”. The system will ask for your extension number and then voicemail password.

Navigate Voicemail Menu

A number of option keys are available to navigate through voicemail menu.

Press 1- Listen to New Voicemail Messages

Press 2- Listen to Saved Messages

Press 3- Record Call

Press 5- Advanced options

- **Press 1** to Record Greeting (Option to record and save 9 different greetings such as unavailable, holiday)
- **Press 2** Choose Greeting to be Played (1-9)
- **Press 3** Record First and Last name
- **Press 6** Change Password
- **Press 0** Main Menu

Press 7-Delete the current message

Exit